

# JOB OPPORTUNITY

<b>Job Opportunity Bulletin:</b>	#08-039
<b>Final Filing Date:</b>	October 7, 2008 or Until Filled

<b>Position:</b>	<b>Salary:</b>	<b>Location:</b>
Staff Services Manager I	\$5,079 - \$6,127	Office of Statewide Health Planning & Development Healthcare Information Division Patient Data Section 400 R Street, Suite 270 Sacramento, CA 95811

## General Statement:

The Office of Statewide Health Planning and Development (OSHPD) is recruiting for a permanent Staff Services Manager I to work as one of the assistants to the Section Manager in the Patient Data Section. This section is responsible for analysis and correction of 1,630 reports, including approximately 16 million patient records from California health facilities. We are looking for a manager who is an energetic individual with experience in dealing with analytical situations.

## Duties:

- Supervise analytical staff in a production environment.
- Provide back-up analytical production work and provide direction on the most difficult/complex analytical problems.
- Responsible for supervision of the proper functioning and maintenance of the Medical Information Reporting for Californian (MIRCal) Activity System
- Develop and maintain Activity System policies and procedures.
- Independently perform complex and sensitive staff services, such as personnel transactions and preparation of budget materials.
- Provide leadership for changes to Section functions and services.

## Desirable Qualifications:

- Prior management or supervisory experience.
- Knowledge of OSHPD's programs and information products.
- Strong written, oral and interpersonal communication skills.
- Good judgment in dealing with management, staff, stakeholders, community leaders and the public.
- Familiarity with medical records.
- Ability to handle multiple priorities and deadlines.

## Who May Apply:

Applications will be accepted from individuals currently in the class or who have list, transfer or reinstatement eligibility to the class. Individuals with list appointment should attach a copy of their notice of test results. Appointment is subject to SROA/surplus policies. Applications will be screened and only the most qualified individuals will be selected for an interview.



OFFICE OF STATEWIDE HEALTH PLANNING AND DEVELOPMENT

400 R Street, Suite 312

Sacramento, CA 95811-6213

— An Equal Opportunity Employer

Interested individuals should submit a resume and a State Examination and/or Employment Application, STD. 678 to:

OSHPD - Patient Data Section

Attn: Candace Diamond (**JOB# 08-039**)

400 R Street, Suite 270

Sacramento, CA 95811

For more information contact Candace Diamond at (916) 326-3930.

Equal Employment Opportunity Employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

It is an objective of the State of California to achieve a drug-free work place. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.